



National
Aeronautics and
Space
Administration

Meeting Request

SUBJECT

PURPOSE *(Brief explanation)*

SPONSOR *(Name of Official in Charge)*

CODE

PHONE

MEETING REQUESTER *(Name, if different from above)*

CODE/CENTER

PHONE

RECOMMENDED ATTENDEES *(Use an asterisk (*) to indicate persons who have been invited)*

LOCATION

CENTER

BUILDING

ROOM

SUGGESTED DATE

SUGGESTED TIME

RECOMMENDED DURATION

ELECTRONIC PRESENTATION

☐

PC

☐

MACINTOSH

APPLICATION *(Specify):* _____

NOTES

POINT OF
CONTACT

NAME

CODE/CENTER

PHONE

DATE